

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)

Date: 02/02/10

Time: 1:05 PM – 2:42 PM

Attendees: Graham Petto, Kevin Boone, Bill Fearington, Kaushik Dutta, Frank Siano, Scott Jeffrey, Julia Lukens, Stephanie Martins, Rowland Agbede, Brad Spittel, Marshall Stevenson, Jon Curtis, Scott Messier and Brooks Weaver.

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

AGENDA:

- Introductions
 - 1:00 PM – 1:05 PM (5 minutes); *actual 1:05 PM – 1:10 PM (5 minutes)*
- Review of January 5, 2010 Meeting Minutes
 - 1:05 PM – 1:10 PM (5 minutes); *actual 1:10 PM – 1:11 PM (1 minute)*
- Centerline Business Plan Working Group Update
 - 1:10 PM – 1:30 PM (20 minutes); *actual 1:11 PM – 1:19 PM (8 minutes)*
- Web Portal Discussion / Next Steps
 - 1:30 PM – 2:00 PM (30 minutes); *actual 1:19 PM – 2:10 PM (51 minutes)*
- Imagery Business Plan Discussion / Next Steps
 - 2:00 PM – 2:45 PM (45 minutes); *actual 2:10 PM – 2:29 PM (19 minutes)*
- Other Business / Next Steps / Action Items
 - 2:45 PM – 3:00 PM (15 minutes); *actual 2:29 PM – 2:42 PM (13 minutes)*

MEETING NOTES:

- **TOPIC #1: Introductions (1:05 PM – 1:10 PM)**
 - Secretary's Office of MDE has asked for the room and the meeting needs to be completed by 2:45 PM.
 - *Round-the-room.*
 - Kevin Boone is leaving DNR and taking a private sector position.
 - Graham noted an issue with the 02/16/10 meeting.
 - § A date has not been scheduled at this time, but having the meeting at DNR in Annapolis, Maryland is a possibility.
- **TOPIC #2: Review of January 5, 2010 Meeting Minutes (1:10 PM – 1:11 PM)**
 - Graham asked for all comments for the minutes by the end of the week (02/05/10).
 - *No comments were given at this time.*

- **TOPIC #3: Centerline Business Plan Working Group Update (1:11 PM – 1:19 PM)**
 - Develop a Business Plan in order to detail, to the Numbers Board, what effort (and budget) are required to develop and maintain the three (3), main datasets that are key to base – level functionality for the State of Maryland.
 - § Street Centerline
 - § Orthophoto Imagery
 - § Statewide Cadastral / Parcel Database
 - It was noted that the Working Group has met twice:
 - § First meeting focused on introductions.
 - § Second meeting focused on database consolidation, etc.
 - Marshall noted that the Numbers Board money will be used (indirectly) to fund the Maryland State Police project.
 - § The Governor is going to pull money out of the Numbers Board fund, put it in the General Fund and then finally migrated to the MSP project.
 - Graham noted that during the second meeting, it was noted that MSP does currently have a RFP out for a new CAD system.
 - Graham noted that previous efforts to get the Business Plan to the Numbers board are being referenced to update the Business Plan with the latest information so that it can be finally submitted to the Numbers Board for funding.
 - Phase 1: Review...
 - Phase 2: Survey...
 - § This will be distributed to all jurisdictions throughout the State of Maryland in order to get feedback on requirements for the new CAD system.
 - The third meeting will be occurring on February 15th.
- **TOPIC #4: Web Portal Discussion / Next Steps (1:19 PM – 2:10 PM)**
 - Kevin Boone noted:
 - § “New MD iMap Portal”
 - In talks with Kenny Miller, Kevin noted that (from his internal tracking spreadsheet reports) weekly updates (and status reports) are necessary in order properly maintain the site.
 - CGIS needs to have space set aside (Kevin will follow-up) for storing content for the website.
 - imap.maryland.gov or mdimap.maryland.gov are the tentative addresses; there is a need to have this website have a *.GOV ending.
 - On Friday, January 30, 2010, the previous website portal was taken down.
 - The *tentative* launch date for the new portal will be Friday, March 12, 2010.
 - § The spreadsheet report was briefly reviewed by the group.
 - What is highlighted in yellow is what is up-and-coming in the week.
 - Over the past several meetings, we have talked about the **MD iMap Logo**.
 - The group reviewed the three (3) logos for MD iMap.
 - § The group decided on reviewing the logos between the end of this meeting and the end of this week.
 - Committee members need to review the logos:
 - New logos can be submitted to Kevin by COB tomorrow (02/03/10).

- Comments and logo votes must be submitted to Kevin by COB on Friday, February 5, 2010.

§ Graham asked if anyone has voiced a need to add-in links to existing websites that are iMap – based (*respectively*).

- Kevin said that he does not have a problem with this.

§ Kaushik/Graham/Ashley asked about the CAT Grant Status:

- Kevin noted that we applied for a CAT grant.
- We have not received a CAT grant.
- We will most likely receive a CAT grant.
- The grant will use the MMRG to drive the website.

§ Ashley asked if the new portal can be accessed at this time.

- Kevin noted that the MD iMap Technical Committee meeting can review the site and provide feedback accordingly.

- The URL for the MD iMap Portal is:

§ <http://dnrweb.dnr.state.md.us/gis/mdi/mapportal/>

- Project report is on the DNR website.
- CGIS will assist with the IP address.
- The website will be its own website and not a part of DOIT, DNR or the Governor's Office.



§ Kaushik asked about the MD iMap going down:

- He asked if the Portal website is vital and deemed to be in need of 24/7 support?

§ It was asked if the iMap system has a “back-up to the back-up” when the system goes down.

- Ashley noted that CCBC is a possible candidate for having the “back-up to the back-up”.

§ Scott asked what is the plan for the imagery:

- The previous idea was that if/when iMap goes away, certain universities would host the imagery data.
 - Previously, the senior staff at Towson (??) were presented with the possibility of hosted the imagery. But this presentation was met with an impasse (at that time) due to budgetary constraints.

§ Scott noted that due to Friday's down time with iMap, current efforts are being devoted to check on solutions for redundancy of the system.

- Currently, this is a matter of time, money and resources. The redundancy can be done.

§ Ashley noted that the down time was due to infrastructure issues and not data issues.

§ Kaushik noted that his agency's website does have a back-up to their site, and that technology is working efficiently.

§ Graham noted that a plan (*see highlighted “PLANS” text on next page*) needs to be developed in order to document a security model and infrastructure backend support; as opposed to previous efforts that focused on this topic that did not span out.

- Kevin noted that up-and-coming meetings, focusing on “workgroups”, need to be held and IT staff need to be involved with those groups.

- § Based on feedback from the Committee, Graham made a recommendation to have the next Committee meeting be divided in to two (2) parts:
 - Part 1: MD iMap Technical Committee meeting business
 - Part 2: Technical Workgroup content.
- § Hosting different datasets at different locations; i.e., one location to host LiDAR, one location to host the Color Infrared imagery, one location to host imagery, one site to host centerline and one to host Cadastral.
 - Ashley asked about caching for these datasets.
 - It was proposed that a **DOCUMENT** be generated to outline how and where the data can be hosted and cached accordingly.
- § Michael Bentivegna noted that CGIS does not have a disaster response (DR) plan.
 - He noted that **PLANS** needs to be generated in order to document how to handle “DR’s” for:
 - **Data** back-ups
 - § These types of back-ups will need to focus on both datasets that are “regularly” accessed, as well as, datasets that are “periodically” accessed.
 - **Infrastructure** back-ups
 - University of Maryland Network (U-NETS) was noted.
 - It was asked of Michael, if he can derive a list of people at Towson University that should be involved with this topic.
 - Michael responded in the affirmative.
 - For Kenny to check with DOIT:
 - **Kenny needs to follow-up with the appropriate DOIT staff in order to address Enterprise Data Distribution and Data Infrastructure back-up schemes and sources.**
 - MD State Archives:
 - **Graham will follow-up with contacting MD State Archives in order to check on data / infrastructure storage.**
- **TOPIC #5: Imagery Business Plan Discussion / Next Steps (2:10 PM – 2:29 PM)**
 - Ashley noted that additional levels of imagery have been cached, but the final two levels of imagery will take (approximately) 6 – months to cache.
 - § Ashley has a **PROGRESS MAP** that can be distributed in order to inform the group of CGIS’s progress.
 - Graham noted that this MAP will be beneficial for display on the MSGIC website.
 - Kevin made note of layer files that are currently available through MD iMap.
 - NAIP 2009 is in DRAFT form.
 - § Kevin noted that the imagery is due to DNR by Mid-September. But it is typically received earlier in late Spring / early Summer.
 - Once received, the imagery will be sent to CGIS to process the data (3-6 weeks) for posting and availability.
 - Next round of statewide imagery will be flown in 2011.
 - § Need to review what options are desired with this new round of imagery; i.e., true ortho, true statewide coverage, etc.
 - § Kevin noted that the imagery will be captured by a digital sensor; which means that more types of imagery will be available (color infrared, true ortho, etc).

- It was noted that “true ortho” refers to doing multiple flights over the same area in order to remove as much Building Lean as possible.
- Graham noted that all comments for imagery needs are due by the beginning of March, 2010 so that when the 2011 imagery is flown, there is a clear understanding of what imagery is needed and by whom.
- **TOPIC #6: Other Business / Next Steps / Action Items (2:29 PM – 2:42 PM)**
 - For Tuesday, February 16th, 2010 Meeting:
 - § Kevin offered up the DNR Library for the meeting.
 - § Frank Siano noted that he will check other locations at MDE for the meeting.
 - Ashley noted:
 - § There will be a few more services available on the MD iMap Production Site starting early next week.
 - § **md.cssc** (services)
 - One (1) region: CSSC
 - *Chesapeake Science and Security Corridor (CSSC)* - <http://www.marylandready.com/>
 - § Documentation is being developed (@ CGIS) for the iMap system; i.e., infrastructure practices, data practices, etc.
 - § ArcGIS Online has moved to the Google Mapped Tiling Scheme.
 - Graham noted:
 - § We need to revisit what services are available on the MD iMap system; including who is stewarding the services.
 - It was requested that all Workgroups be revisited in order to see which groups need to still be in place, as well as, what are the responsibilities of those groups.
 - § The biggest issue in this regard is to make sure that people that are a part of the Groups are participating regularly.
 - § Graham asked if, when documentation is distributed from today’s meeting, if Ashley can serve as the contact for additional members to the Data Subcommittee, etc.
 - Ashley responded in the affirmative.
 - Graham received additional requests for members to the MD iMap Technical Committee.
 - § The “doors” will be opening to additional members.
 - For the next meeting, efforts need to occur to update the Agenda (and inform the appropriate staff) to divide the meeting in to two (2) parts: Part 1: Technical Committee Business and Part 2: Technical Workgroup content.
 - Need to generate documentation that outlines where each of the key datasets (including imagery) will be hosted).
 - Kenny Miller needs to follow-up with the appropriate DOIT staff in order to address Enterprise Data Distribution and Data Distribution back-up schemes and sources.
 - Graham needs to follow-up with contacting MD State Archives in order to check on data / infrastructure storage.
 - Ashley needs to provide Graham with her progress map for the statewide imagery caching efforts that are underway at CGIS.

-END MEETING-